

SIX FLAGS NEW ENGLAND	
SUBJECT: LADDERS AND SCAFFOLDING	SAFETY REFERENCE MANUAL
SECTION: 23	
EFFECTIVE: January 2016	SUPERSEDES: ALL PREVIOUS
CFR #: 29 CFR 1910.24 –1910.28 <i>Subpart D</i> and 1926.1050 – Subpart X and 29 CFR 1926.450 – Subpart L	

LADDER

23.1 PURPOSE

To prescribe rules and establish minimum requirements for the care and use of ladders.

23.2 OBJECTIVE

To protect personnel engaged in the use of ladders and to implement inspection and storage procedures for ladders.

23.3 SCOPE

For all employees who use ladders at Six Flags New England.

23.4 USE OF LADDERS

- A. Extension ladders must be positioned at a pitch of 75 degrees. That means that for every 4 feet of elevation, the ladder must be 1 foot away from the structure.
- B. Extension ladders must be tied off at the top to prevent toppling.
- C. All non self-supporting ladders, when in use, shall be so placed as to prevent slipping.
- D. Users of ladders shall be cautioned to take proper safety measures when they are used near electric circuits (i.e., shut and lockout power supply).
- E. Ladders shall not be placed on boxes, barrels, or other unstable bases to gain additional height.
- F. Never place a ladder in front of a door unless the door is blocked or guarded. Never place ladders against window sashes.
- G. The top two steps of ordinary stepladders shall not be used as steps.
- H. A ladder shall not be used to support more than one person at a time.
- I. When going up or down straight ladders, always keep at least one hand on the rung of the ladder at all times.
- J. Hand lines or canvas bags shall be used for raising or lowering tools and materials

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while working off straight ladders.

- K. When using a straight ladder to climb on a roof or platform, the top of the ladder should extend at least 3' above the roof or platform and must be tied off. Never climb over the top of the ladder.
- L. Stepladders shall have legs fully spread and locked before using, and shall not extend more than 20 feet in height.
- K. All stepladders over 6' must be tied off or held.
- M. Both hooks on an extension ladder shall be secured over rung before using.
- N. Extension ladders shall have a minimum overlap of 3'.
- O. Short ladders shall not be spliced together to provide longer sections.
- P. Ladder shall not be used as braces, skids, scaffolds or gangways, or for other than their intended purposes.
- Q. Cross-bracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- R. Ladders shall not be painted.
- S. Ladders must not be tied or fastened together to provide longer sections. They must be equipped with the hardware fittings necessary if the manufacturer endorses extended uses.
- T. Single railed ladders shall not be used.
- U. Ladders must be maintained in good usable condition at all times.
- V. If working above 4 feet of elevation, the employee must have three points of contact at all times.

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23.5 FIXED LADDERS

- A. Each step or rung of a fixed ladder shall be capable of supporting at least 200lbs applied in the middle of the step or rung, and shall not be spaced less than 12 inches. The width of the rung must be at least 16 inches.
- B. When ladders are used to ascend to heights exceeding 20 feet, landing platforms shall be provided for each 30 feet of height or fraction thereof, except that, where no cage, well, or ladder safety device is provided, landing platforms shall be provided for each 20 feet of height or fraction thereof.
- C. Where ladder safety systems with fall protection sleeves are used, the length of the climb may be continuous, but rest platforms must be provided at each 125 foot horizontal interval. A ladder safety system may be used in conjunction with a cage.
- D. If a cage is selected, it must include both horizontal bands and vertical bars. Horizontal bands shall be fastened to the side rails of the ladder, or directly to the structure, or building, and shall not be spaced more than four feet apart. Vertical bars shall be on the inside of the horizontal bands and must be fastened to them. Vertical bars shall be spaced at intervals not more than 9.5 inches apart on center horizontally. The bottom of the cage shall be at least 7 feet but not more than 8 feet from the access to the bottom of the ladder. The bottom of the cage shall flare outward at least 4 inches. The top of the cage shall extend at least 42 inches above the top of the platform.
- E. Cages shall extend not less than 27 inches or more than 28 inches from the centerline of the rungs.
- F. All parts and surfaces of fixed ladder installations shall be free of sharp edges, burrs, or other details that could present a hazard for the user.

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23.6 INSPECTION

All portable ladders shall be visually inspected before each use by the user to ensure that the all safety requirements are being met. This inspection includes the checking for the following, but not limited to:

- Loose steps or rungs
- Loose nails, screws, bolts, or other metal parts
- Cracked, split or broken uprights, braces, steps, rungs or platforms
- Damaged or worn ladder shoes
- Loose, broken, or misleading extension locks that do not seat properly when the ladder is extended.
- Grease, oil or other slippery substances on the ladder's rungs.

Managers or designated supervisors shall conduct explicit ladder inspections on a regular basis. These inspections are to be noted on the "Ladder Safety Inspection Tag" that is found mounted on one of the side rails. Once the tag is complete, it shall be turned in to the Safety Department for documentation purposes.

If ladders are exposed to oil or grease, they shall be cleaned to eliminate the slipping hazard. This can easily be done with a solvent or by steam cleaning.

Any ladder that is found in an unsafe condition shall be tagged as a "DANGER - DO NOT USE", as found on the Ladder Safety Inspection Tag Holder.

Ladders that fail inspection must be either repaired by maintenance if possible, or destroyed so the ladder can never be used again.

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23.7 STORAGE

Each department that uses ladders shall provide a designated storage area, which meets the following requirements:

- Protect ladder from direct contact with the weather
- Store where ladders will not be exposed to excessive heat or dampness
- Store in a manner to prevent tripping hazards
- Ladders shall be returned to their place of storage at the end of the job.

SCAFFOLDING

23.8 PURPOSE

To provide safe work procedures relating to the use of scaffolding at SIX FLAGS NEW ENGLAND.

23.9 OBJECTIVE

Prevent injuries due to unsafe scaffolding practices and to provide a guide for inspections, maintenance, and storage of scaffolding components. This includes constructing, construction materials and working from scaffolds.

23.10 SCOPE

All employees and contractors who may be required to build or work on scaffolding. Scaffolds should only be utilized when other means to safely complete the work have been ruled out. All scaffolds shall be erected, moved, dismantled, or altered under the supervision of a competent person.

23.11 COMPETENT PERSON(s)

All scaffolding jobs must be continually monitored by a competent person. Any employee who is involved in erecting, moving, operating, repairing, maintaining, inspecting, or dismantling a scaffold, must be trained by a competent person. OSHA defines a competent person as “A person at least 21 years of age and having abilities and experience that fully qualify him for the duties he is assigned. “One who is capable of

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identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them”. “one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authorization to stop all work and take prompt corrective actions to eliminate them.” A competent person must be thoroughly trained in safe procedures, OSHA standards, and other safety practices associated with jobs that require the use of scaffolds.

A competent person must use sound judgment to evaluate the following:

- The proximity of electrical lines, piping and other overhead obstructions
- Proper job safety instructions for the employees involved
- Adequate access and egress to the platform
- Weather conditions: winds, rain, etc.
- Adequate foundations of sufficient strength to support scaffolds on a sound and stable surface
- Proper bracing of all scaffolding parts
- Proper guardrails and toe-boards
- Proper decking and overhead protection
- Interference with other jobs in the surrounding work area(s)
- Determine whether further fall protection devices, i.e., safety harness/lanyard will be feasible and does not create a greater hazard

23.12 ERECTING AND DISMANTLING SCAFFOLDING

Historically, OSHA has never required that personal fall arrest systems should be used during the erection or dismantling stages of scaffold work. However, effective September 2, 1997, OSHA requires that a competent person determine the feasibility and safety of providing fall protection, such as safety harnesses and lanyards, to all scaffold workers who work 10 feet or more above the ground, as long as such protection does not create a greater safety hazard. Where a safety harness and lanyard will be used, the

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clamp of the lanyard must be attached to an anchorage point that is capable of withstanding a falling impact force of 5,000 pounds (tensile strength).

NOTE: Personal fall arrest systems are not to be used in lieu of guardrails.

23.13 TRAINING REQUIREMENTS

Employees who work on scaffolds must be provided instruction in the following areas:

- The nature of any electrical hazards, fall hazards and overhead obstructions
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object systems being used
- The proper uses of the scaffold, and the proper handling of materials on the scaffold
- The maximum intended load and the load-carrying capabilities of the scaffold
- The wearing of fall protection equipment if it has been determined by the competent person that the use of such equipment is feasible and does not create any greater hazard

23.14 INSPECTIONS

Before erecting and during dismantling scaffolds, and before each shift during use, all components will be inspected by a competent person as a safety precaution.

- A. Scaffolds shall be furnished, erected, inspected and used in accordance with OSHA standard 29 CFR 1910.28 (or Construction 29 CFR 1926.451) for persons engaged in work that cannot be done safely from the ground or from solid construction.
- B. All scaffold handrails, mid-rails, cross bracing, and steel tubing shall be inspected for nicks, abrasions, and indications of where damage may have occurred due to certain work procedures, such as where a welding arc was struck near the center span.
- C. Scaffolding components shall be straight and free from bends, kinks, and major indentations, such as where the tube has been flattened or crushed.

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- D. The strength of rusty, corroded equipment is unknown. Therefore when rust appears, wall thickness shall be checked for thinning.
- E. Scaffold frame welds and joints shall be inspected for cracks, and the ends of tubing checked for splitting or cracking.
- F. Check for bent components where the tube is kinked, flattened, or crushed.
- G. Check manufactured aluminum or steel planking for missing hooks, locks, rivets, bent side rails, or warping.
- H. Check wheel castors for damaged brakes, axles, stems, and for cracked wheels.

Do not take chances with potentially defective scaffold equipment. Therefore, any scaffolding components that appear to be damaged or weakened from any cause shall be immediately repaired or removed from service.

NOTE: Remember that scaffolds and their components shall be capable of supporting, without failure, at least 4 times the maximum intended load. Defective components will lessen the overall strength of a scaffold.

23.15 PROCEDURES

Scaffolds shall be erected under the supervision of a competent person, and performed by a trained crew selected by the competent person.

- A. Scaffolds shall not be loaded in excess of the working load for which they are intended.
- B. The footing or anchorage for scaffolds shall be sound, rigid, and capable of supporting the maximum intended load without settling or displacement. Scaffold legs shall be set on adjustable bases or plain bases and placed on mudsills or other solid foundations adequate to support the maximum intended load.
- C. Unstable objects such as barrels, boxes, loose bricks, chairs or concrete blocks shall not be used to support scaffolding.

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- D. Scaffolds are not to be altered or moved while people are working on the platform.
- E. Platform planks shall be laid close together so the platform will be tight with no floor spaces.
- F. Nails or bolts used in the construction of scaffolds shall be adequate in size and in sufficient numbers at each connection to develop the designed strength of the scaffold.
- G. Scaffold planks shall extend over their supports not less than 6 inches nor more than 18 inches.
- H. Tools, materials, and debris shall not be allowed to accumulate on the platform.
- I. Any scaffold more than 10 feet high shall have guardrails not less than 2 by 4 inches; and not less than 36 inches or more than 42 inches high, with a mid-rail, when required, of 1 by 4 inch lumber or equivalent.
- J. To prevent tools and material from being accidentally knocked on top of someone below, a toe board shall be provided at the base of the platform a minimum of 4 inches high.
- K. Cross bracing are for bracing the scaffold only, they are not meant to be used for guardrails.
- L. Employees shall not work on weather-exposed scaffolds during storms or high winds.
- M. Shore or lean-to scaffolds are prohibited.
- N. An access ladder or equivalent safe access shall be provided for all platforms above five feet and shall be positioned so as not to tip the scaffold. Ladders must extend 3' above the top platform.
- O. If there are wheels at the base of the scaffold, they shall be made of rubber and shall be locked before anyone uses the scaffold. Do not “ride” on mobile scaffolds.
- P. Slippery conditions on scaffolds shall be eliminated as soon as possible after they occur.

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- Q. Workers on a scaffold who are exposed to overhead hazards shall be provided with hard hats and overhead protection.
- R. In order to hold a mobile scaffold in position, all casters shall be provided with a positive locking device and shall be braced by cross bracing.
- S. There shall be a landing platform provided at intervals not to exceed 20 feet.
- T. Scaffolds shall be tied to and securely braced against the building at intervals not to exceed 30 feet horizontally and 26 feet vertically. (If a scaffold is more than 3' wide, subsequent tie-ins must be made no greater than 20' vertically). Ties shall be installed during the erection process and must not be removed until the scaffold has been dismantled to that height. Do not over tighten the cables because this can pre-load the legs and cause scaffold failure.
- U. If outriggers are to be used, they may not extend more than 6 feet beyond the base of the building.
- V. All planking on platforms shall be overlapped a minimum of 12 inches. Where the scaffold changes points of direction, such as at a corner, the planks which would lay across the bearer at other than a right angle, shall be laid first. This will result in the overlapped end being in a straight line and reduces the possibility of a tripping hazard.
- W. Employees shall not climb with “slippery shoes.”
- X. Employees who feel weak, sick or dizzy shall not be allowed to work on scaffolds.
- Y. Materials being hoisted onto a scaffold shall have a tag line. Employees shall not “toss up” or “toss down” tools to one another.

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23.16 WOODEN SCAFFOLDING MATERIAL

- A. All load-carrying members of scaffold framing shall have a minimum stress factor of 1,500 f. (Stress Grade) construction grade lumber. All dimensions are nominal sizes as provided in the American Lumber Standards.
- B. All planking shall be Scaffold Grade as recognized by grading rules for the species of wood used. The permissible spans for 2 by 9 inch or wider planks shall have a workload factor of at least 25 pounds per square foot (p.s.f.). The maximum permissible span for 1 1/4 by 9 inch or wider plank of full thickness wood is 4 feet with a medium loading of 50p.s.f.
- C. Scaffolds shall be provided with a screen between the toe board and the guardrail, extending along the entire opening, consisting of No. 18 Gauge U.S. Standard Wire 1/2 inch mesh or the equivalent, when persons are required to work or pass under the scaffolds.
- D. Industrial scaffolds shall be classified as being either light duty, medium duty or heavy duty. The maximum height of all three types of scaffolds is 125 feet. Anything above 125 ft. must be designed by a professional engineer.
- E. Working load factors for scaffolds in pounds per square foot (p.s.f.) are as followed:
 1. **Light Duty Scaffolds shall not exceed 25 p.s.f.**
 2. **Medium Duty Scaffolds shall not exceed 50 p.s.f.**
 3. **Heavy Duty Scaffolds shall not exceed 75 p.s.f.**
- F. Posts shall be accurately spaced, erected on suitable bases and maintained plumb. Pole spacing (longitudinal X transverse) is as follows:
 1. **Light Duty Scaffolds shall be 6 ft. X 10 ft.**
 2. **Medium Duty Scaffolds shall be 6 ft. X 8 ft.**
 3. **Heavy Duty Scaffolds shall be 6 ft. X 6 ft. X 6 in.**
- G. The maximum interior width of all types of scaffolds shall not exceed 5 feet.

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23.17 TUBE AND CLAMP SCAFFOLDS

- A. No dissimilar metals shall be used together. All poles, runners, frames, etc. should match and come from the same manufacturer.
- B. The size and width dimensions of light, medium, and heavy duty scaffolds as previously mentioned, also apply to tube and coupler scaffolds.
- C. Runners shall be erected along the entire length of the scaffold, located on both the inside and outside posts at an even height. Runners shall be interlocked to the inside and outside posts at even heights and shall be interlocked to form continuous lengths.
- D. Bottom runners must be located as close to the base as possible.
- E. Bearers shall be installed transversely between posts and shall be coupled to the posts bearing on the runner coupler. When coupled directly to the runners, the coupler must be kept as close to the posts as possible.
- F. Bearers shall be at least 4 inches but no more than 12 inches longer than the post spacing or runner spacing.
- G. Cross bracing shall be installed across the width of the scaffold at least every third set of posts horizontally and every fourth runner vertically. Such bracing shall extend diagonally from the inner and outer runners upward to the next inner and outer runners.
- H. Longitudinal diagonal bracing on the inner and outer rows of poles shall be installed at an approximate 45 degree angle from near the base of the first outer post upward to the highest point of the scaffold (excluding rails).
- I. Frames shall be placed one on top of the other with coupling or stacking pins to provide proper vertical alignment of the legs.
- J. Where uplift may occur, panels shall be locked together vertically by pins or tied down with wire.

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23.18 MAXIMUM NUMBER OF PLANKED LEVELS

In addition to Section 32.9 (E) and (F), all scaffolds must not exceed the maximum allowable number of planked levels:

A. Light Duty Scaffolds (25 lbs./squared foot)

<u>Number of actual working levels</u>	<u>Maximum number of additional planked levels</u>
1	8
2	4
3	0

For example: If a scaffold had a total of 16 planked levels, employees could only work on one level at a time. If the workers need to work on two levels, they would have to dismantle 5 planked levels.

B. Medium Duty Scaffolds (50 lbs./square foot)

<u>Number of actual working levels</u>	<u>Maximum number of additional planked levels</u>
1	6
2	0

C. Heavy Duty Scaffolds (75 lbs./square foot)

<u>Number of actual working levels</u>	<u>Maximum number of additional planked levels</u>
1	6

Scaffolds that exceed 125' in height must be designed by a registered professional engineer, and shall be constructed and loaded in accordance with this design.

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23.19 BOATSWAIN CHAIRS

- A. The seat shall not be less than 12 x 24 inches, and 1 inch thickness. The seat shall be reinforced on the underside by cleats securely fastened to prevent the board from splitting.
- B. The employee shall be protected by a personal fall arrest system, such as a safety harness and lanyard. The attachment point of the lifeline to the structure shall be appropriately changed as the work progresses.
- C. The two fiber rope seat slings shall be of 5/8 inch diameter weaved through four seat holes so as to cross each other on the underside of the seat.
- D. Seat slings shall be of at least 3/8 inch wire rope when an employee is conducting a heat-producing process, such as gas or arc welding.
- E. The tackle shall consist of correct size ball bearing or bushed blocks or properly spliced 5/8 inch diameter first-grade manila rope, or equivalent.
- F. The roof irons, hooks, or the object to which the tackle is anchored, shall be securely installed and able to withstand a falling impact of 5,000 lbs.

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Person filling out Permit

(Must be competent/Scaffold Trained)

Print Name: _____

Sign Name: _____

Permit Date: _____

* *Place a check mark where appropriate and/or fill in the blank answer spaces.*

1. Location of Scaffold: _____

2. Review the site conditions and identify potential fall hazards: _____

* *Plan assembly of scaffold:*

After the system to be used has been decided on (i.e. standard frame, systems, tube/clamp, shoring, or other), the competent person will then address specific issues pertinent to the plan:

3. Who is the competent person(s) for the job, (must be on site during all working hours)?

Name(s) _____

4. How is the job to be built?

_____Frame _____System _____Suspended Platform _____Tube & Coupler _____Rolling Tower

5. Review equipment inspection procedures? _____Plank, Frames, Side Brackets

6. How many workers? Number: _____

7. How many ground support? Number: _____

8. How many off the ground? Number: _____

9. _____Harnesses/Lanyards & proper anchorage for each erector off ground?

10. At what point will ladders/stairs be installed for erector's use? _____
